



BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	BOARD OF EQUALIZATION	RELEASE DATE:	Tuesday, November 18, 2008
POSITION TITLE:	Chief, State-Assessed Properties Division	FINAL FILING DATE:	Wednesday, December 3, 2008
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	Monday, December 22, 2008
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	10282008_7

POSITION DESCRIPTION

Under its constitutional mandate, the Board of Equalization assesses certain public utility and other specified properties and allocates the assessed values among the counties where the properties are physically located.

Under the general direction of the Deputy Director, Property and Special Taxes Department, the Chief, State-Assessed Properties Division, performs high-level functions in the administration of the Board of Equalization's Property Tax Programs. The Chief exercises independence and authority in the management of several program elements involving the appraisal and assessment of taxable property owned or used by public utilities (transmitting or selling gas or electricity) and regulated telecommunications companies; the assessment of taxable intercounty pipelines and canals; and the assessment and collection of property taxes on private railroad cars. The Division also prepares the Board Roll of state-assessed property, which allocates the total of state assessments among the state's 58 counties. The Board set the values of state-assessed properties at \$75.71 billion for the 2008-09 roll, which was a \$4.03 billion increase from the prior year's values. State-assessed properties will produce an estimated \$829.4 million in local property tax revenues for the state's 58 counties in 2008-09. As part of the assessment process, the Division periodically audits the financial records of utility and transportation companies for property tax purposes. As the lead of state assessee valuation, the Chief must ensure Board of Equalization staff and Board Members and their staff are equipped with general knowledge or orientation of appraisal concepts and standards by providing regular briefings and orientations. In addition, the Chief formulates and approves procedures relating to the administration of these programs; and assists, advises, and makes recommendations to the Deputy Director and Board on property tax policies and programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

Possession of or ability to obtain the Property Tax Appraiser Certificate within one year of appointment to the Chief, State-Assessed Properties Division.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Ability to communicate externally and internally as demonstrated by strong written and verbal communications skills; ability to listen; strong negotiating skills; timely communications with taxpayers, appeals staff and the Board Members; and particularly the ability to garner the respect of the Members and represent the Board effectively both internally and with the public.
2. Ability to articulate complex technical information into lay terms and communicate in a timely manner to the Board, public, state assessor, etc.
3. Ability to set and enforce tight deadlines for Division staff, Board of Equalization staff, and state assessees during the value-setting and appeals process.
4. Demonstrated management and administrative leadership skills, including the ability to accomplish the desired goals, motivate staff to get the best job done timely, build and sustain expertise, establish priorities, provide direction, and to be a productive member of the agency-wide management team.
5. The ability to work cooperatively, set a good example, be organized, process-improvement focused and have the ability to meet strict deadlines, have strategic leadership abilities and the foresight to see issues before they become crises.
6. Understanding of the organizational structure and various functions of the Board of Equalization, including but not limited to, hearings before the Board, the appeals process, and timeline requirements that must be adhered to.
7. Ability to recognize and understand a political environment and the consequences of actions. Understanding of the roles and responsibilities of the constitutionally elected Board Members.
8. Knowledge of public administration, personnel management and supervision.
9. Knowledge of, or ability to quickly learn, appraisal concepts including possession of, or ability to obtain, the knowledge of audit, principles, procedures, and techniques; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to property tax.
10. Possession of, or ability to obtain, the Property Tax Appraiser Certificate within one year of appointment to the Chief, State-Assessed Properties Division.
11. Personal characteristics of integrity, initiative, innovation, adaptability, tact, dependability, and sound judgment.
12. A willingness to work in a high-rise building.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, State-Assessed Properties Division**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process may consist of two phases. Phase One - an application and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the preceding minimum and desirable qualifications and the critical factors below. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD.678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, and desirable qualifications. The Statement of Qualifications also must discuss the following critical factors:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies and local governments.
2. Describe your high-level experience communicating to elected officials, executive level management, industry, etc.; and how you gained their confidence and support.
3. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
4. Describe your experience with and knowledge of audit and appraisal concepts, principles, procedures, and techniques; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to property tax. If you do not have experience or knowledge in some or all of these areas, describe how you will obtain the knowledge if appointed to the Chief, State-Assessed Properties Division.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.

FILING INSTRUCTIONS

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535]; however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit

your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the 5 critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BOARD OF EQUALIZATION, Examination and Recruitment Section
450 N Street, MIC:17, Sacramento, CA 95814
Terri Deane | (916) 323-9562 | TDeane@boe.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF EQUALIZATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>